



# HIPAA TRAINING OCTOBER



***“BUSINESS ASSOCIATE GUIDELINES”***

# Examples of Business Associates

*Essentially, ANYONE YOU ARE DELIBERATELY GIVING ACCESS TO PHI*

- A **shredding company** who will destroy patient information for you.
- A **mobile diagnostic company** that would come to your office and test your patients.
- A **consultant** that performs any kind of chart reviews.
- A **health care clearinghouse** that translates a claim from a non-standard format into a standard transaction on behalf of a health care provider and forwards the processed transaction to a payer.
- An **independent medical transcriptionist** that provides transcription services to a physician.
- A **telephone answering company** that receives patient information.
- A **printer/ copier company** you might give a list of patients to do a mailing.



MEDICAL MANAGEMENT, LLC

The Physician Practice Management Company®

# YOU DO **NOT NEED** a Business Associate Agreement

- When you need to give patient information to:
- Another doctor who is providing treatment to the patient.
- A laboratory as a condition of treatment of a patient.
- The hospital treating the patient.
- The patient's health plan (for payment purposes.)
- An IPA or medical group (Coast, Kaiser, HealthCare Partners, etc.)  
for treatment or payment.
- Medicare, Medi-Cal.



MEDICAL MANAGEMENT, LLC

The Physician Practice Management Company®

# Continued..

- A **research company** doing clinical trials on your patients when the patient has given written authorization to release their information, or the patient information has been de-identified.
- With **persons or organizations** e.g., janitorial service or electrician, water delivery, etc. whose functions or services do not involve the use or disclosure of protected health information, and where any access to protected health information by such persons would be incidental, if at all.

# Continued..

- With a **person or organization that acts merely as a conduit** for protected health information, for example, the US Postal Service, certain private couriers, and their electronic equivalents.
- A **bank** for debit, credit card, check verification or normal banking of patient payments.



MEDICAL MANAGEMENT, LLC

The Physician Practice